

# Quick Reference Guide Regarding: The Air Force Personnel Center Request for Personnel Action (RPA) Checklist

## Instructions for completing the Request for Personnel Actions (RPA) Checklist

**Please note that failure to complete all applicable sections of the checklist may result in the RPA being returned without action.**

Selecting officials are required to complete information in sections A thru E as well as the Servicing Civilian Personnel Offices or Personnel Liaisons must also complete their portion of the above sections ~ sections F thru G will be completed by either their Local Serviced or Air Force Manpower Agency (AFMA) Classification, which ever is applicable.

### SECTION A – General Information

Selecting Official Contact Information	Alternate Point of Contact Information:
Name/Rank: <input type="text"/>	Name/Rank: <input type="text"/>
Email Address: <input type="text"/>	Email Address: <input type="text"/>
DSN/Commercial Phone: <input type="text"/>	DSN/Commercial Phone: <input type="text"/>

**Selecting Official and Alternate Point of contact information:** Include NAME (first and last as it appears in official military email profile), email address and phone number (both DSN and commercial). *This will enable the HR Specialist to contact someone if there is a question.*

1. Is this position considered a “Surge” workload position? ☐ Yes ☐ No

If “Yes” please indicate the appropriate DCPDS event history code (select only one):

- |   |  |
|---|--|
| <input type="checkbox"/> S2416 – Contractor-to-Civ Conversion | <input type="checkbox"/> S2426 – Fitness Center              |
| <input type="checkbox"/> S2418 – Nuclear Fill Position        | <input type="checkbox"/> S2427 – CSS Positions               |
| <input type="checkbox"/> S2420 – Acquisition Position         | <input type="checkbox"/> S2428 – Rated Mil-to-Civ Conversion |
| <input type="checkbox"/> S2423 – 24AF (Cyber Command)         | <input type="checkbox"/> S2429 – Joint Basing                |
| <input type="checkbox"/> S2424 – AFISRA                       | <input type="checkbox"/> S2430 – Acquisition Excellence      |
| <input type="checkbox"/> S2425 – Force Structure              |  |

1. Requestor will need to indicate whether this position is designated as a “Surge” workload position. [***Surge Workload*** – Examples of this workload include Contractor-to-Civilian conversions (identified by RPA Event History Code S2416), Military-to-Civilian conversions, BRAC positions, positions in NEW organizations (e.g., 24th Air Force, Global Strike), etc.]

If “Yes” then an appropriate event code must be indicated

2. Indicate whether or not this position is obligated to another employee (i.e., a position would be obligated if the previous incumbent went on an overseas tour and has return rights to the position).
3. If you have someone in mind (Name Request – i.e., VRA eligible) you **must** provide the name and social security number **and complete** Sections B, C, D and E.

(Be careful not to violate any merit systems principles or prohibited personnel practices.).

4. Disregard this one it will be completed by the Civilian Personnel Office/Liaison.
5. This one will be completed by the Civilian Personnel Office/liaison.

## SECTION B – POSITION INFORMATION

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6. **Choose One:** ☐ Permanent ☐ Term NTE  ☐ Temporary NTE  ☐ STEP  
Note: NTE = Not to Exceed / STEP = Student Temporary Experience Program
7. **Work Schedule:** ☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Seasonal ☐ Other: \_\_\_\_\_
8. **Federal Wage System (FWS) Positions Only:** Qualifying Level of Experience is  (i.e., WG-11, WS-01, WL-01, etc.)
9. **Is this a Direct Hire/Expedited Hire?** ☐ Yes ☐ No *If yes, provide career field*

6. Indicate whether the position is Permanent, Term NTE (fill in the date NTE), Temporary (fill in the NTE date) or STEP.

***TERM APPOINTMENT NTE*** — A position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project.

**TEMPORARY APPOINTMENT**— An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date of less than one year.

**STEP** means the Student Temporary Experience Program. The STEPs are students who gain knowledge of the government and work experience on a short term basis. It provides maximum flexibility to both students and managers because the nature of the work does not have to be related to the student's academic or career goals.

7. Indicate the type of work schedule.
8. For Federal Wage System (FWS) positions indicate the level of qualifying experience. As the manager/selecting office describe what level of experience you feel an applicant must possess to perform the duties of the position. (i.e. if you are filling a WG 12 position describe what experience the individual would need to have performed at the WG-11 to qualify for the position.)
9. Indicate whether this position is a direct hire or expedited hire. If yes then provide the career field. Only certain positions that are considered to have a severe shortage of candidates or a critical need for hiring have been approved for hiring using this authority. If you are unsure if the position you are filling is considered for this option consult with your designated HR Specialist for further assistance.

**REFER TO THE POSITION DESCRIPTION OR CORE DOCUMENT FOR THE FOLLOWING INFORMATION:**

In order to complete questions 10 thru 13, you will need a copy of the position description or core document.

**SECTION C – RECRUITMENT – Select Internal and/or External – OR – Competitive Examining**

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<b>Internal:</b>	<input type="checkbox"/>	Permanent AF Civilian Employees
<b>External:</b>	<input type="checkbox"/>	DoD Transfer (current Non-AF DoD employees)
	<input type="checkbox"/>	Non-DoD Transfer (current federal non-DoD Employees)
	<input type="checkbox"/>	Defense Civilian Intelligence Personnel System (DCIPS)
	<input type="checkbox"/>	Prior Federal Civilian Employees (Reinstatement)
	<input type="checkbox"/>	VRA <input type="checkbox"/> VEOA (Permanent Positions Only) <input type="checkbox"/> 30% Disabled
	<input type="checkbox"/>	Non-Appropriated Fund (NAF Interchange)
	<input type="checkbox"/>	EO 12721 (Former Family Members Employed Overseas)
	<input type="checkbox"/>	People with Disabilities
	<input type="checkbox"/>	Certain Military Spouses, EO 13473
	<input type="checkbox"/>	Other (Postal, Interchange Agreements; FAA, TSA, GAO, VISTA, etc)
	<input type="checkbox"/>	Schedule "A" Military Spouse and Family Members (overseas positions only)
	<input type="checkbox"/>	Student Temporary Employment Program (STEP)
<b>Competitive Examining:</b>	<input type="checkbox"/>	AFPC Delegated Examining Office (DEO/DEU) ( <b>ONLY</b> for Surge Workload, OCONUS, or Alaska or Hawaii)
	<input type="checkbox"/>	Office of Personnel Management (OPM) Competitive Examining (Non-Surge Workload only)
	<input type="checkbox"/>	OPM Standing Register (must meet specific OPM criteria)
	<input type="checkbox"/>	Special Examining Unit (SEU) - Air Reserve Technician

### Internal/External:

**Permanent AF Civilian Employees** – are employees who currently work for the Air Force.

**DoD Transfer** – are employees who currently work for another DoD Component (i.e., Navy, Defense Logistic Agency, Army, etc.), who can, without a break in service of one full workday, move from a position within a DoD Component to another position in a DoD Component under the same appointing authority.

**Non- DoD Transfer-** are employees who currently work for another government agency (i.e., VA, OPM, Dept of Interior, IRS, etc.), who can, without a break in service of one full workday, move from a position in one agency to a position in another agency under the same appointing authority.

**Defense Civilian Intelligence Personnel System (DCIPS)** are employees who currently work for DCIPS

***Prior Federal Civilian Employees (Reinstatement)*** are noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had competitive status or was serving probation when separated.

**VRA** is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service. After two years of satisfactory service, the agency must convert the veteran to career or career-conditional appointment, as appropriate.

**VEOA** provides that agencies must allow preference eligibles or eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. ("Agency," in this context, means the parent agency, i.e., Treasury, not the Internal Revenue Service and the Department of Defense, not Department of the Army.) A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career conditional appointment. Veterans' preference is not a factor in these appointments. There are however certain eligibility requirements for this type of appointment.

**Non Appropriated Fund (NAF Interchange)** – are employees who have worked for one continuous year under an appointment without time limitations in one of the NONAPPROPRIATED FUNDS INSTRUMENTALITY (NAFI) which means the Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by the Congress and, for most purposes, are not considered to be Federal employees.

**EO – 12721 (Former Family Members Employed Overseas)** – this Executive Order enables certain eligible family members to be appointed non-competitively to the Civil Service once they return to the U.S. In order to be eligible the family member **must** have completed *52 weeks of service* in an appropriated fund position(s) performed under a local hire appointment(s) overseas. Work must be performed during the time the family member was accompanying a sponsor officially assigned to an overseas area and the family member must have received a fully successful or better (or equivalent) performance rating. An individual must have been a family member at the time s/he met the overseas service requirement, but does not need to be a family member at the time of noncompetitive appointment in the United States. A family member is a spouse or unmarried child under the age of 23

**People with Disabilities:** is a noncompetitive appointing authority for persons with mental retardation, severe physical disabilities, or psychiatric disabilities. There is no competition required and no rating and ranking of the candidates. Management or the selecting official provides the person's name (first and last), copy of their resume and the supporting documentation (proof of disability). The proof of disability and certification of job readiness can be accepted from the following entities:

- a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); **or**
- a licensed vocational rehabilitation specialist (i.e., State or private); **or**
- any Federal agency, State agency, or any agency of the District of Columbia or a U.S. territory that issues or provides disability benefits

**Certain Military Spouses, EO 13473** provides provisions under which an agency/activity may noncompetitively appoint spouses of members of the armed forces serving on active duty who have orders specifying a permanent change of duty station (not for training) **OR** to the spouse of a military member receiving 100% service connected disability received while on active duty **OR** to the spouse of a service member killed while performing active duty.

**Other (Postal, Interchange agreements with FAA, TSA, GAO, VISTA, etc) Postal employees** can only be appointed if they meet the requirements of the interchange agreements.

**Schedule "A" Military Spouse and Family Members** (used for overseas positions only)

**Student Temporary Experience Program.** STEPs are students who gain knowledge of the government and work experience on a short term basis. Usually hired during summer months. It provides maximum flexibility to both students and managers because the nature of the work does not have to be related to the student's academic or career goals.

#### **COMPETITIVE EXAMINING:**

**AFPC Delegated Examining Office (DEO/DEU)** (ONLY for SURGE Workload, OCONUS or Alaska or Hawaii)

**Office of Personnel Management (OPM) Competitive Examining** (Non-Surge Workload Only) - Recruiting is conducted by OPM and the organization(s) would fund this type of recruitment.

**OPM Standing Registers** - OPM has posted job opportunity announcements under competitive examining procedures to establish 14 new standing registers, covering common occupations (e.g., series include but are not limited to 510-7; 560-11/12; 1102-11/12/13; 0201-11/12/13) with high hiring volume across the Federal Government.

10. **Recruitment Incentive:** Is a monetary incentive paid to a newly appointed employee or a former employee with at least a 90-day break-in-service and the position is considered hard (difficult) to fill. The amount paid can be up to 25 percent of the basic salary. Employees must fulfill a service agreement (of any length) with repayment penalties if agreement not fulfilled.
11. **Relocation Incentive:** Is a monetary incentive for current employees who must relocate to accept a position in a different commuting area. Again the position must be otherwise hard (difficult) to fill and the amount paid can be up to 25 percent of the basic salary. Employees must fulfill a service agreement (of any length) with repayment penalties if agreement not fulfilled. Prior to payment of the incentive the employee must establish a residence in the new geographic area. The decision to offer this must be made prior to initiating the fill action and subsequent announcement.
12. **Retention Incentive:** Employees must be likely to leave the Federal service (for any reason, including retirement). Employees must fulfill a service agreement (of any length) with repayment penalties if agreement not fulfilled. This can be paid as a lump sum payment after the employee reports for duty or can be set up as continuing payments (i.e. bi-weekly). This is usually offered to an employee who has unusually high or unique qualifications or when the agency has a special need for the employee's service and makes it essential to retain the employee and/if the employee would be likely to leave the Federal service.
13. **Student Loan Repayment Program Incentive:** Are offered and are used to repay federally insured student loans. Maximum of \$10,000 for an employee in a calendar year and a lifetime total of not more than \$60,000. It also requires a service agreement for at least 3-years. It can be used as a recruitment or retention incentive for candidates or current employees of the agency.

**14. Incentive for Prior Non-Federal or Active Duty Uniformed service creditable for SCD (also know as enhanced annual leave accrual) :** The incentive applies to newly hired civilian employees or to civilian employees rehired after a break in service of at least 90 calendar days. Allows employees to earn service credit for prior work experience that otherwise would not be creditable. For example an Aerospace Engineer (Manufacturing) working for Cessna Airlines during the last 10 years applies and is selected for the same type of position in the Federal government. However, during negotiations finds that the salary and leave offered doesn't come close to what he is currently making/earning. Given the skills and experience management can request the employee be given credit for his/her time at Cessna towards their service computation date for leave which would give the employee six hours of leave a pay period. That is two more than what new hires normally would receive. Please note the request and supporting information **must** be received and approved prior to the employee entering on duty. There are **no provisions that would allow for retroactively approving this incentive** after the employee has reported for duty.

**15. Will your unit pay Permanent Change of Station (PCS) expenses for this vacancy?**  
This is for non Centrally Managed Positions. You may want to check with your Unit's Budget Officer before indicating whether funding is available for payment of PCS expenses.

#### **Section D – Additional Notes/Comments:**

In this area please provide any addition information that is pertinent to this recruitment action. Some things to consider:

- Would the position require certain licenses or certifications?
- Would the employee have to work shift work, irregular hours or be on call?)

#### **Section E – Mandatory for all National Security Personnel System (NSPS) Positions Salary Information**

##### **SECTION E – MANDATORY FOR ALL NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) POSITIONS SALARY INFORMATION**

Change in Salary? ☐ Yes ☐ No If yes, complete the following:

Basic Salary: \$  Local Market Supplement: \$  Total Adjusted Salary: \$

Pay Pool Manager Approval (Name/date):

After you indicate whether there will be a change in salary complete: Complete the fields regarding the salary and obtain the Pay Pool Managers approval.

**SECTIONS F and G will be completed by Local Serviced or Air Force Manpower Agency (AFMA) Classification offices – which ever applies to your area – if applicable.**